

Job Description
Missouri State Highway Patrol

Class Title: CVE Inspector I

Title Code: V07721

Effective Date: 08/01/2007

Date Reviewed:

Date Revised:

Immediate Supervisor: Commercial Vehicle Supervisor I/II or Sergeant

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is an entry-level position where the employee weighs and inspects commercial vehicles to detect violations of state and federal law and regulations that pertain to their operation. The employee must be able to accommodate shift work and working outdoors during inclement weather condition. Work is performed under close supervision by a designated superior. An employee at this level will be on probation for at least six months.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Weights commercial vehicles for violations of axle weight, gross weight, and licensed weight; conducts level one driver and vehicle safety inspections on commercial vehicles.

Measures the height, length, and width of commercial vehicles to detect over-dimension violations.

Gains knowledge of, and is able to apply, the Missouri statutes and the various regulations promulgated by various State and federal agencies that pertain to the operation of commercial vehicles.

Physically inspects commercial vehicles for unsafe equipment and reviews driver's records of duty status for illegal driving practices; takes appropriate enforcement action when noncompliance is found; prepares reports pertaining to violations and testifies in court when required.

Determines whether vehicles and materials being transported are in compliance with licensing and transportation authority laws; issues and collects fees for fuel tax and reciprocity trip permits.

Conducts driver and vehicle computer inquiries relating to commercial vehicle enforcement.

Drives patrol vehicles to various inspection sites or to assist with special assignments.

Performs scale maintenance and cleaning as needed.

Performs building and grounds maintenance as necessary to keep a professional appearance of the inspection facilities.

Performs job-related travel, as assigned.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to comprehend State and federal laws governing commercial vehicles.

Ability to accommodate shift work.

Ability to work in inclement weather.

Ability to establish and maintain harmonious working relations with others.

Ability to operate computers.

Ability to set up and operate portable scales in order to properly weigh commercial vehicles.

Ability to conduct level-one driver and vehicle safety inspections on commercial vehicles to ensure compliance with state and federal laws and regulations.

Ability to enforce commercial vehicle laws and regulations with firmness, tact, and impartiality.

Ability to detect unsafe equipment on vehicles and to take the appropriate corrective action.

Ability to operate communications equipment (e.g., Patrol radio), telephone, fax, machine, calculator and measuring devices (e.g., tape measure and calipers).

Ability to prepare reports as directed.

Ability to testify in court and defend findings of fact.

Ability to operate a motor vehicle.

Ability to position self and equipment necessary to inspect commercial vehicles.

Ability to handle fees collected for fuel tax and reciprocity permits and remit per Patrol policy.

Ability to study and review materials to keep abreast of changes in the commercial vehicle enforcement field.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to work with material that may be of a sexual nature relating to criminal activity (i.e., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED

Must be a citizen of the United States and a resident of Missouri when employment begins.

Must be a high school graduate or possess a certificate of equivalency recognized by the Missouri State Department of Education.

Must be at least twenty-one years of age at the time of appointment.

Must be of good character and never been convicted of a felony or any crime involving moral turpitude.

Possess a valid Missouri Driver's License at the time of appointment.

NECESSARY SPECIAL REQUIREMENTS

Must be able to successfully complete the first available six week Basic Commercial Vehicle Inspector training course as approved by the Superintendent of the Missouri State Highway Patrol in Jefferson City, Missouri.

Pursuant to General Order 26-04-370, uniformed civilian employees hired after January 25, 1995, will not have tattoos that a reasonable person would find offensive, such as tattoos depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity groups, bigotry, etc. Applicants will no longer be hired for uniform civilian positions if they have any tattoos on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body, which would be visible while in uniform.

Must be of good character and never convicted of a felony or no convictions/arrests for certain misdemeanor offenses including those involving aggressive or violent behavior (i.e. domestic violence, criminal assault, etc.), disregard for the safety of others, or misuse of deadly weapons.

Must be able to successfully complete prescribed training course as approved by the Superintendent of the Missouri State Highway Patrol. Must successfully complete an on-the-job training program monitored a commercial vehicle officer.